



North Carolina Department of Health and Human Services
Division of Human Resources

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August 6, 2007

MEMORANDUM

TO: Division/Institution Human Resource Managers with Educators

FROM: Sandy Woodard, Salary Administration Specialist
DHHS Classification/Compensation Section

SUBJECT: 2007-08 Salary Legislation for Educators

The Appropriations Act of 2007 provides for pay increases for probationary, permanent, time-limited probationary and time-limited permanent educators. This memorandum summarizes changes in salaries effective July 1, 2007 and explains how to process personnel action forms to accomplish the changes. The appropriate salary schedules are attached.

SCHOOL EDUCATORS, VOCATIONAL EDUCATORS, LIBRARIANS, GUIDANCE CONSELORS

Salary increases for these employees will vary based on the employee's highest level of licensure (even if the employee is assigned to work in an area other than in which the employee has his/her highest degree) and years of experience. **Note: Teachers will move up 1 step if they have been credited with one year of experience during the 2006-07 school years.**

Employees with licensure at the advanced and doctorate degree level will also be paid from the attached advanced and/or doctorate salary schedules.

A teacher who holds a master's degree that is not in teacher education (example: Biology, English) can be paid on the "M" (Master's License) salary schedule. The master's degree must be from a regionally accredited institution and must be in a subject area directly relevant to an "A" (Bachelor's degree) license earned through an approved education program. Furthermore, the teacher's assignment must be in the area to which the relevant master's degree applies and for the majority of the day (greater than 50% of his/her day.) This relevant master's degree must be certified by Michael Viar.

Probationary, permanent, time-limited probationary and time-limited permanent employees in these classifications will continue to receive the ___% monthly supplement based on the salary in effect July 1, 2007. The County that is in PMIS for the employee's position determines the supplement percentage. Attached is a supplemental key.

TEACHER + 5% (SCHOOL EDUCATOR IV)

Salaries for teachers will be calculated using the appropriate Teacher salary schedule as determined by the employee's academic preparation and based on their years of experience and by multiplying that salary by 1.05 (or 5%). In addition, employees will receive a monthly supplement of ____% this salary. The County that is in PMIS for the employee's position determines the supplement percentage. Attached is a supplemental key.

SCHOOL PSYCHOLOGISTS/SPEECH-LANGUAGE PATHOLOGISTS/AUDIOLOGISTS

Salary increases for School Psychologists, Speech Language Pathologists, and Audiologists will be based on their years of experience and their academic preparation. Employees with licensure at the advanced level or doctorate degree level will be paid from the appropriate salary schedule. **Note: School Psychologists/Speech-Language Pathologists/Audiologists will move up 1 step if they have been credited with one year of experience during the 2006-07 school years.**

Probationary, permanent, time-limited probationary and time-limited permanent employees in this classification will continue to receive the ____% monthly supplement based on the salary in effect July 1, 2007. The County that is in PMIS for the employee's position determines the supplemental percentage. Attached is a supplemental key.

DHHS LEAD TEACHER (SCHOOL EDUCATOR IV)

Lead Teacher salaries will be determined by using the following method and whichever results in the employee being paid the greater amount:

A. Bring the employee to the minimum of the range of the salary schedule for Principal I.

Or

B. 1. Establish the salary of the employee in accordance with years of experience on the appropriate Teacher salary schedule.

2. Increase the salary by 4%.

3. Establish the new salary on the Principal I salary schedule at the dollar amount that is equal to the calculated salary or the next higher amount.

Employees in the classification of DHHS Lead Teacher will receive a __% monthly supplement effective July 1, 2007. The County that is in PMIS for the employee's position determines the supplemental percentage. A supplemental key is attached.

ASSISTANT PRINCIPAL

The salaries for Assistant Principals will be based on the total number of years of experience as reflected on their teaching license and established from the Assistant Principal Salary Schedule. **Note: Assistant Principals will move up 1 step if they have been credited with one year of experience during the 2006-07 school years. Effective 7-1-07, any assistant principal paid at the top of his/her salary schedule shall receive a one-time bonus equivalent to 2% of the maximum annual salary rate for their level. Part-time employees shall receive a prorated amount of the bonus.**

Provisionally licensed Assistant Principals, and classified as Assistant Principals, are paid the higher of

- Their teacher rating on the teacher schedule or
- The first step of the Assistant Principal salary schedule (\$3,730 per month).

Employees in the classification of Assistant Principal will continue to receive a __% monthly supplement on salary in effect July 1, 2007. The County that is in PMIS for the employee's position determines the supplemental percentage. A supplemental key is attached.

Employees with licensure based on academic preparation at the advanced level will receive a salary supplement of \$126 per month. Those with licensure based on the doctorate degree level will receive a supplement of \$253 per

month. **Note: This monthly amount needs to be annualized and added to their annual rate of pay. The appropriate supplement percentage will be figured on the higher salary.**

PRINCIPAL

Principals will be paid from the appropriate Principal salary schedule as determined in accordance with the following schedule:

<u>CLASSIFICATION</u>	<u>NUMBER OF EDUCATORS SUPERVISED</u>
Principal I	0 - 10
Principal II	11 - 21
Principal III	22 - 32
Principal IV	33 - 43
Principal V	44 - 54
Principal VI	55 - 65
Principal VII	66 - 100
Principal VIII	100+

When determining the level of a Principal [I – VIII], included in the count of “*Number of Educators Supervised*” are only licensed educators, student services personnel, and assistant principals employed at their school. SPA employees are not included. In addition, employees will be placed on the step of the salary schedule that reflects total number of years of experience as a licensed employee and one additional step for every three years of experience as a Principal.

Note: Principals will move up 1 step if they have been credited with one year of experience during the 2006-07 school years. Effective 7-1-07, any principal paid at the top of his/her salary schedule shall receive a one-time bonus equivalent to 2% of the maximum annual salary rate of their level. Part-time employees shall receive a prorated amount of bonus.

Principals will continue to receive the ___% monthly supplement on salary in effect July 1, 2007. Supplement key is attached.

Employees will receive a salary supplement of \$126 per month for academic preparation at the advanced level and \$253 per month of academic preparation at the doctorate degree level. **Note: This monthly amount needs to be annualized and added to their annual rate of pay. Their ___% monthly supplement will be figured on the higher salary. Supplement key is attached.**

Longevity will be paid on the employee’s date of eligibility and based on the same schedule for SPA employees as follows:

10 - 14 years of State service	1.5%
15- 19 years of State service	2.25%
20 - 24 years of State service	3.25%
25 or more years of State service	4.5%

Principal Salary Schedules are attached

Note: The salaries listed on the Assistant Principal and Principal Salary Schedules are monthly salaries. To determine the annual amount for 10, 11 and 12 month employees, multiply the monthly salary by the appropriate number of months.

DHHS SCHOOL ADMINISTRATORS I – IV

Employees in these classifications are eligible for the __% monthly supplement **if they possess a valid principal or a valid provisional principal license certification and functions as a principal or assistant principal.**

Employees in these classifications shall receive an increase of 4.0% if permanent and working a 9, 10, 11, or 12 months work schedule. Part-time (1/2 time or more) employees will receive prorated amounts based on the percentage of time worked.

Employees will receive a salary supplement of \$126 per month for academic preparation at the advanced level or \$253 per month for academic preparation at the doctorate degree level. **Note: This monthly amount needs to be annualized and added to their annual rate of pay. The appropriate supplement percentage will be calculated on the higher salary. Supplement key is attached.**

RETIRED TEACHERS

Retired teachers as defined under G.S. 115C-325(a) (5a) are not eligible to receive the 7-1-07 cost of living increase.

LONGEVITY

Longevity will be paid to all eligible 115C Educators. It is based on the employee's date of eligibility and the following:

10 – 14 years of State service	1.5%
15 – 19 years of State service	2.25%
20 – 24 years of State service	3.25%
25 or more years of State service	4.5%

INSTRUCTIONS FOR PROCESSING INCREASES

License information required to process an employee's July 1, 2007 salary increase should be obtained from the Chief Educator at your agency. If additional information is needed, please ask the Licensure Coordinator to contact Michael Viar, Licensure/Certification Coordinator, at (919) 855-4444.

PD105's should be prepared to grant qualified educators the increase effective July 1, 2007 based on the appropriate schedule. The description action code of **049 (Legislative Increase)** will be used on the PD105 for certified personnel receiving the one step increase. The description action code to use for certified personnel receiving the one time bonus will be **358 (Leg. Inc. - Comp bonus)**. In the comments of each PD105, the following information must be included:

Type of license:

Effective date:

Expiration date:

Years of experience:

of educators supervised: (Principal)

Level of Principal:

Held Harmless: (include reason from information below)

Note: Verification via DPI Website: <http://licsalweb.dpi.state.nc.us>

- **Held Harmless** – The results of the October 1, 1999 education study provided for employees to be “held harmless” in the following situations:
 1. Any employee’s salary that was above the maximum of the salary range for their classification did not have their salary reduced. In the comments on the PD105 reallocating the employee, there should be a statement – “Held Harmless – above the maximum of the Salary Grade.”
 2. If an employee did not qualify for the class to which they were reallocated, the employee’s salary remained the same but they were to obtain a provisional license. Comments on the PD105 should have included – “Held Harmless – not qualified for classification – anticipating provisional license.”
 3. When an employee’s salary was higher than the salary for which they qualified based on their classification to which they were reallocated, the salary remains the same. These employees should be identified by the comments on the reallocating PD105 – “Held Harmless – not qualified for salary.”

Employees whose salaries remain above the maximum of the July 1, 2007 salary range or who still do not qualify for the salary they have been receiving will not receive an increase until such time the schedules are increased to an amount which brings their salary lower than the maximum or until they qualify for the salary they are currently being paid. It will be necessary for your office to review each situation carefully.

If the employee’s salary is below the maximum, the employee’s salary should be increased to the maximum of the July 1, 2007 salary schedule for the appropriate classification.

- **Teacher + 5%**

Place the employee on the appropriate salary schedule based on the employee’s years of experience. Multiply the salary amount by 1.05 (5%). This amount will be entered on the PD105 on the Salary line.

In addition, please add on the remarks line: “Teacher + 5%”.

- If a Teacher’s salary is being established on the Master’s Degree Salary Schedule because of a relevant master’s degree but the employee is not licensed at the Master’s degree level, enter in the comments on the PD105 “Relevant Master’s Degree.”
- To pay the monthly supplement for the advanced/doctorate degree, enter in the comments of the PD105 granting the Legislative Increase that the employee is eligible for the supplement based on either the advanced certificate or the doctorate degree certificate as appropriate and the monthly amount to receive.
- Employees who are not eligible to move to the next experience step on the salary schedules will be placed on the appropriate July 1, 2007 Salary Schedule based on their current years of experience and will not advance to the next experience level until July 1, 2008, unless partial experience credit is combined with the DHHS experience to allow for the advance as determined by Michael Viar, Licensure/Certification Coordinator.
- “Remarks Only” will be used as the description of action to pay the __% supplement to employees in the classifications of **Teacher, Vocational Teacher, Guidance Counselor, Librarian, Teacher + 5%, Speech-Language Pathologist, School Psychologist, Lead Teacher, Assistant Principal, and Principal. Also only those School Administrators that hold a provisional or principal’s license and function as a principal or assistant principal.** This action will be form 2 of 2. To calculate the amount of supplement, multiply the employee’s July 1, 2007 salary by __% and enter on the remarks line and in the comments: *Monthly Amount of Supplement: \$_____*; *Annual amount of Supplement: \$_____*.
- Educators with temporary appointments (not Substitute Teachers) may receive the increase to the July 1, 2007 Salary Schedule as funds become available.
- Educators on LWOP on July 1, 2007 should be reinstated with the July 1, 2007 salary and the __% monthly supplement.

- Educators employed with an Emergency Permit will receive the Legislative Increase and the __%monthly supplement.
- Longevity pay for the month of July should be paid on the higher salary as of 7-1-07 and may need to be revised.
- PD105's to grant increases and to pay supplements should be approved and updated in PMIS by entering "APU" on the "Next Action" line. All revised actions must be transmitted to OSP by entering "APS".

After all increases have been approved in PMIS, each employee should be notified in writing of their new salary, which paycheck that will include the LI increase, and how the salary was established. Also, inform affected employees of the additional amount of longevity they will receive. A copy of this information should be given to the Licensure Coordinator and Budget Officer at your Division/Institution.

If you have any problems or questions, please call me at (919) 733-4344.

Thank you for your assistance with the processing of these actions.

SW

Attachments

cc: Kathy Gruer
Dwight Pearson
Don Webb
Paula Woodhouse
Rickye Collie
Michael Viar
Jim Slate
HR Section Heads